

## FORM INSTRUCTIONS

9184

(No. 7, Sept, 1991)

Record numbers in the sectionalized spaces provided. Numbers must be legible and easy to read for keypunch entry. The report shall be typed. Spaces not filled or used shall be left blank. Do not record zeros in front of a number or where you are not required to enter a number. Where the total inventory or action equals zero (0) a 0 shall be recorded.

### Example:

#### Burning Permits:

LE-5 & LE-62     

LE-7                     

Local Permits:     

## REPORTING UNIT OR PERSON

9184.1

(No. 7, Sept, 1991)

Enter the appropriate unit name, region office, or Sacramento program (i.e., resource management, fire protection, or management services).

### REPORT YEAR

Enter the last two digits of the calendar year being reported.

### REPORTING UNIT CODE

Enter the appropriate reporting unit designation code found in Exhibit 9213.4.3b. For Sacramento programs place an X in the Sacramento Headquarters box.

### Examples:

Report submitted by the Tehama-Glenn Unit. \_\_\_\_\_

Reporting Unit or Person

Report Year Ending December 31,

Tehama-Glenn Unit

Sac HQ.     

Region     

R.U.

Report submitted by Region IV Office Staff for all activities performed solely by Region personnel.

Reporting Unit or Person

Report Year Ending December 31,

Region IV Office

Sac HQ

Region

R.U.

Report submitted by Sacramento Headquarters Fire Prevention Staff for activities performed solely by those personnel.

Reporting Unit or Person

Report Year Ending December 31,

Sacramento HQ Fire Prevention

Sac HQ.

Region

R.U.

## **INVENTORY SUMMARY**

**9184.2**

(No. 7, Sept, 1991)

Each unit shall complete this section. Region and headquarters shall complete the burning permit, CDF materials distributed, and value of cooperator sponsored materials blocks.

### Public Road Miles

- Enter total public road miles in SRA
- Sources: Caltrans and County Public Works (County Road Dept.).

### Electric Utility Miles

- Enter total power line conductor miles in SRA. Multiple lines in a single span between poles or towers are counted as the length of only one conductor span.
- Sources: Utility Companies.

### Railroad Miles

- Enter total railroad track miles in SRA. Multiple tracks on the same route shall be counted as a single-track length.
- Sources: Railroads.

### Structures

- Residences: Enter the total number of residences in SRA. Multi-family residential structures shall be counted as a single residence.
- Other Structures: Enter the total number of other structures in SRA. This category includes commercial structures, manufacturing structures, barns, sheds, and other outbuildings that are not used as a residence.
- Sources: Census, LAFCO, County Building Department, Orthophotos, Voter Registration, County Assessor, and Aerial Photos.

### Burning Permits

- LE-5 & LE-62: Enter the total number of permits issued during the reporting period in all areas.
- LE-7: Enter the total number of permits issued during the reporting period in all areas.
- Local Permits: Enter the total number of burning permits issued on a locally designed form in all areas.

### Roadside Signs

- Enter the total number of roadside signs in all areas. A single sign, having two posted sides is recorded as a single sign.
- CDF Distributed Materials
- Enter the total number of fire prevention materials distributed by CDF in all areas. Materials may have been acquired from non-CDF sources.

### Population

- Enter the total SRA population.
- Sources: Census, Department of Finance, and Voter Registration.

### Value of Cooperator Sponsored Materials

- Enter the total estimated value of materials, services, and facilities provided through donation or sponsorship, used or provided in all areas. Do not include the relative wage value of VIPs or materials they routinely use in their efforts such as personal radio equipment or vehicles.

## **VIP STAFFING SUMMARY**

**9184.3**

(No. 7, Sept, 1991)

### Total VIPs

- Enter the total number of individuals who are currently signed up as VIPs, and have been on the VIP roster in the unit during the calendar year.

### VIP Hours

- Volunteer Hours: Enter the total number of non-paid hours worked by VIPs. Do not include paid time such as when an hourly rate was paid. Include emergency and non-emergency volunteer hours.
- Paid Emergency Hours: Enter the total number of hours where VIPs were paid for work on an emergency incident. Do not include time where the VIP received only per diem.

## **ACTION SUMMARY**

**9184.4**

(No. 7, Sept, 1991)

This section shall be compiled at the unit, region, and headquarters levels. Each administrative unit shall submit a report that reflects their administrative unit activities. Reports shall be submitted by each unit, by each region, and by resource management, management services and fire protection in headquarters.

### **Media**

Media-initiated Contacts with CDF: Enter the total number of news releases, informational contacts, interviews, locally or regionally sponsored/produced public service announcements, spots, mats, photos, magazine articles, or other prevention messages distributed to mass media outlets in all areas, based on media-initiated contacts with the Department.

CDF-initiated Contacts with Media: Enter the total number of news releases, informational contacts, interviews, locally or regionally sponsored/produced public service announcements, spots, mats, photos, magazine articles, or other prevention messages distributed to mass media outlets in all areas, based on CDF-initiated contacts with the media.

### **Exhibits and Displays**

Enter the total number of fairs, parades or other exhibits and displays the unit was involved in and the total number of individuals who attend, participate in or view materials or messages presented at fairs, parades or other exhibits and displays in all areas.

### **Schools**

Team teaching: Enter the total number of groups or classes that were presented team teaching programs and the total number of students that participated in all areas.

Preschool through sixth grade: Enter the total number of groups or classes that were presented fire prevention or fire safety programs/messages and the total number of students that participated in all areas, excluding team teaching.

Seventh Grade through college: Enter the total number of groups or classes that were presented fire prevention or fire safety programs/messages and the total number of students that participated in all areas, excluding team teaching.

### **Organizations and Associations**

Enter the total number of programs presented to organizations, associations, or commercial operations and the total number of individuals that participated in all areas.

### **Recreation Areas**

Enter the total number of programs presented at commercial or public recreation sites and the total number of individuals that participated in all areas.

### **Patrol**

Enter the total number of patrol days (days x # of patrolpersons) that were needed for a specific or fire prevention or law enforcement need and the number of individuals that were contacted during these patrols. Do not include patrols accomplished during normal driving duties from station to station or law enforcement surveillance operations.

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